



**Task Force on Trial Court Employees
Meeting Minutes**

November 8–10, 1999
Westin Los Angeles Airport
Los Angeles, California

TASK FORCE MEMBERS:

PRESENT:

Hon. James A. Ardaiz, Chair
Ms. Pamela Aguilar
Ms. Barbara J. Bare
Hon. Aviva K. Bobb
Mr. Gary Cramer
Hon. Charles D. Field
Ms. Karleen A. George
Ms. Diane Givens
Ms. Mary Louise Lee
Mr. Ronald G. Overholt
Ms. Christine E. Patton
Mr. John Sansone
Mr. Larry Spikes
Mr. Robert Straight
Mr. Mike Vargas

ABSENT:

Mr. Steve Perez
Sheriff Charles Plummer
(represented by Mr. Rich Lucia)
Mr. John Sansone
(represented by Mr. Steve Keil
on 11/9)
Mr. Robert D. Walton
(represented by Mr. David
Christianson)

ADMINISTRATIVE OFFICE OF THE COURTS:

Ms. Judith A. Myers, Special Consultant, Human Resources
Bureau
Ms. Deborah Brown, Attorney, Council and Legal Services
Division
Ms. Noema Olivas, Secretary, Human Resources Bureau
Ms. Jacqueline Murphy, Human Resources Analyst
Ms. Cynthia Passon, Human Resources Analyst
Ms. Hazel Ann Reimche, Supervising Human Resources Analyst
Mr. Anthony Williams, Sr. Governmental Affairs Analyst

OTHER STAFF:

Mr. Nathan Bitting, Administrative Coordinator, Career Group,
Inc.
Mr. Ryan Griffiths, Administrative Coordinator, Career Group,
Inc.
Ms. Rochelle Terrell, Human Resources Director
Mr. Peter Kiefer, Trial Court Services Division
Mr. Clark Kelso, Professor of Law, McGeorge School of Law

FACILITATOR:

Ms. Liz Schiff, Organizational Development Specialist, Human
Resources Bureau, Administrative Office of the Courts

Monday, November 8, 1999

I. OPENING REMARKS

Justice James A. Ardaiz, chair, called the meeting to order at 10:45 a.m. in Los Angeles and welcomed everyone to the 19th meeting of the task force.

Ms. Liz Schiff reviewed the ground rules for the meeting.

II. PUBLIC COMMENT PERIOD

There were no public speakers.

III. REVIEW OF SEPTEMBER 21–22, 1999, TASK FORCE MEETING

Justice Ardaiz summarized the actions taken by the task force during the September 21–22, 1999, meeting in Riverside:

- Provided an opportunity for communication through public comment period;
- Reviewed final assumptions, objectives, and models for:
 1. Defined-Benefit Retirement;
 2. Deferred Compensation;
 3. Benefits;
 4. Accrued Leave;
 5. Meet and Confer;
 6. Employment Protection;
- Finalized transition assumptions, objectives, and model;
- Agreed to modifications in the draft second interim report;
- Provided update on the trial court employee survey;
- Agreed on meeting dates for the task force to review draft legislation.

Justice Ardaiz asked if there were any additions or corrections to the September 1999 meeting minutes. Judge Charles D. Field moved that the September minutes be adopted. Ms. Karleen A. George seconded the motion. The September 21–22, 1999, meeting minutes were adopted without any additions or corrections and will be posted to the task force's Web site.

IV. CALENDAR FUTURE MEETINGS

Ms. Judith A. Myers reviewed the dates of task force meetings in 2000: January 13, February 10, and March 9 (all Thursdays).

V. EMPLOYMENT STATUS OPTIONS

Justice Ardaiz gave an overview of the outstanding issues facing the task force and reviewed the employment status matrix.

Ms. Myers reviewed the draft Court Employment Status and Governance Assumptions, Objectives, and Model for Implementation of the Trial Court Employee Personnel System as proposed by staff. The model was discussed by the task force.

VI. OUTSTANDING ISSUES RELATED TO THE MODELS

Ms. Myers presented and reviewed the draft Employment, Selection, and Advancement System Assumptions, Objectives, and Model for Implementation of the Trial Courts Employee Personnel System. The task force discussed and modified the model, deciding to revisit it at the following day's meeting once the revisions had been incorporated.

VII. PERSONNEL FILE ACCESS MODEL

Ms. Myers presented and reviewed the Recommended Personnel File Access Model. The task force discussed and modified the model, deciding to revisit it at the following day's meeting once the revisions had been incorporated.

VIII. EMPLOYMENT PROTECTION SYSTEM MODEL

Ms. Deborah Brown presented the revised Recommended Employment Protection System Model. The task force discussed and modified the model, deciding to revisit it at the following day's meeting once the revisions had been incorporated.

IX. BENEFITS MODEL

Ms. Myers presented the revised Recommended Benefits Model. There was general discussion on the model's language. The task force decided that the model would be reviewed at the next day's meeting, allowing for edits to be inserted.

X. FEDERALLY REGULATED BENEFITS MODEL

The Federally Regulated Benefits Model, along with the Defined-Benefit Retirement, Deferred Compensation, and Retiree Group Insurance Models, were distributed for discussion at the next day's meeting.

XI. INTERIM REPORT COMMENTS

Ms. Myers gave a brief overview of the types of comments received and how staff prepared the comments for task force review. Copies of comments on the second interim report were handed out, and the members were asked to review and comment on them at

the next day's meeting.

CLOSING REMARKS

Justice Ardaiz thanked the staff for their efforts in preparing for the meeting and adjourned the meeting at 4:30 p.m.

Tuesday, November 9, 1999

I. OPENING REMARKS

Justice Ardaiz called the meeting to order at 8:50 a.m.

II. ACCRUED LEAVE MODEL

Ms. Brown presented the revised Accrued Leave Model. There were general comments and minor revisions to the language of the model. It was determined that the language would be reviewed and the model revisited. There was consensus on the modifications to the Accrued Leave Model.

III. MEET AND CONFER MODEL

Ms. Brown presented the revised Meet and Confer Model. There was general discussion and minor revisions to the language of the model were made. There was consensus on the revised Meet and Confer Model as proposed.

IV. BENEFITS MODEL

Ms. Myers reviewed the revised Benefits Model. There was general discussion and minor revisions to the language of the model were made. There was consensus on the revised Benefits Model.

V. FEDERALLY REGULATED BENEFITS MODEL

Ms. Myers reviewed the revised Federally Regulated Benefits Model. There was general discussion and minor revisions to the language of the model were made. There was consensus on the revised Federally Regulated Benefits Model.

VI. DEFERRED COMPENSATION MODEL

Ms. Myers reviewed the Deferred Compensation Model. There was general consensus on the Deferred Compensation Model.

VII. DEFINED-BENEFIT RETIREMENT MODEL

Ms. Myers reviewed the Defined-Benefit Retirement Model. There was general consensus on the Defined-Benefit Retirement Model.

VIII. RETIREE GROUP INSURANCE MODEL

Ms. Brown reviewed the Retiree Group Insurance Model. There was general discussion and minor revisions to the language of the model were made. There was consensus on the Retiree Group Insurance Model.

IX. TRANSITION MODEL

Ms. Brown reviewed the Transition Model. There was general discussion and minor revisions to the language of the model were made. There was consensus on the revisions made to the Transition Model.

X. COURT EMPLOYMENT STATUS AND GOVERNANCE MODEL

Ms. Myers reviewed the revised Court Employment Status and Governance Model. There was general discussion and minor revisions to the language of the model were made. Mr. Gary Cramer moved to adopt the model as revised. Ms. Christine E. Patton seconded the motion. The Court Employment Status and Governance Model was adopted and will be posted on the task force's Web site.

XI. COURT EMPLOYMENT, SELECTION AND ADVANCEMENT SYSTEM MODEL

Ms. Myers reviewed the revised Court Employment, Selection, and Advancement System Model. There was general discussion and minor revisions to the language of the model were made. Ms. Patton moved to adopt the model. Judge Aviva K. Bobb seconded the motion. The Court Employment, Selection, and Advancement System Model was adopted and will be posted on the task force's Web site.

XII. RECOMMENDED PERSONNEL FILE ACCESS MODEL

Ms. Myers reviewed the revised Recommended Personnel File Access Model. Ms. Mary Louise Lee moved to adopt the model. Ms. Diane Givens seconded the motion. The Recommended Personnel File Access Model was adopted and will be posted on the task force's Web site.

XIII. EMPLOYMENT PROTECTION SYSTEM

Ms. Brown discussed the re-revised Employment Protection System Model. There was general discussion and minor revisions to the language of the model were made. There was consensus on the revisions made to the Employment Protection System Model.

XIV. INTERIM REPORT COMMENTS

Due to time constraints the task force agreed to discuss the interim comments at the next day's meeting.

XV. CLOSING REMARKS

Justice Ardaiz adjourned the meeting at 5:06 p.m.

Wednesday, November 10, 1999

I. OPENING REMARKS

Justice Ardaiz called the meeting to order at 8:45 a.m.

II. REVISIT MODELS AS NEEDED TO FINALIZE THEM

Accrued Leave

Ms. Brown reviewed the recommended Accrued Leave Model. There was general discussion and minor revisions to the language of the model were made. There was consensus on the revisions made to the Accrued Leave Model.

III. INTERIM REPORT COMMENTS

The task force presented and discussed their review of comments to the second interim report. The task force made recommendations and highlighted issues to be addressed in the narrative of the final report.

IV. ADOPTION OF FINAL RECOMMENDED PERSONNEL SYSTEM

Sheriff Charles Plummer and Mr. John Sansone joined the task force meeting via telephone conference call. Justice Ardaiz explained that the task force had reviewed all of the models and that the task force members had given their general approval of them. Based on the work to date, Justice Ardaiz asked if there was a motion to adopt all the models and the employment status of court employees. Judge Field made a motion that

the task force approve the trial court employee status as court employment and approve all the models as they were presented as the sole trial court employee personnel system. Ms. Barbara J. Bare seconded the motion. Sheriff Plummer made a motion to post the models on the task force's Web site. Ms. Pamela Aguilar seconded the motion. All models and the task force's employment status recommendation of court were adopted and will be posted to the task force's Web site.

V. DRAFTING LEGISLATION PROCESS

Ms. Myers presented and discussed the proposed process for drafting the task force's recommendation of court employment status into legislation. Following discussion Ms. Lee moved to adopt the proposed process for drafting legislation. Ms. Patton seconded the motion. The task force unanimously adopted the proposed process.

Mr. Robert Straight pointed out that a presentation team will be needed to appear before the Legislature to present the task force's employment status recommendation. This issue will be revisited at the task force meeting to be held from November 30 through December 1, 1999.

VI. PROCESS FOR FINAL REPORT

Justice Ardaiz discussed the process for the final report. The task force discussed and commented on the proposed process. Judge Field made a motion to adopt the process for writing the final report. Ms. Bare seconded the motion.

VII. MISCELLANEOUS

Ms. Myers asked the task force if they would like to post all of the final models and the employment status recommendation on the task force's Web site in advance of the final report. The information would be sent to all those administrators who received the second interim report informing them of the availability of the models and the recommendation on the task force's Web site. It was agreed to post all of the final models to the task force's Web site.

VIII. CLOSING REMARKS

Justice Ardaiz commended the task force members on their efforts in accomplishing their task. Justice Ardaiz then reviewed the following task force accomplishments during the meeting:

- Adopted the following models:
 - Employment Status and Governance
 - Employment, Selection, and Advancement System

- Personnel File Access
- Employment Protection System
- Benefits Model
- Federally Regulated Benefits
- Deferred Compensation
- Defined Benefit Retirement
- Retiree Group Insurance
- Accrued Leave
- Meet and Confer
- Transition
- Agreed to appropriate responses to second interim report comments
- Agreed to process for drafting final report
- Agreed to process for drafting legislation (including meeting dates in 2000)

Justice Ardaiz adjourned the meeting at 10:25 a.m.